



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Underground Storage Tanks

Operator Training Quick Start Guide

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Please read all of the below information before proceeding.

To access the on-line training, go to [IDEM's Regulatory Services Portal](#) web page. Please read the information provided on the web page before proceeding on to the Regulatory Services Portal (RSP), IDEM eAuthentication Account Login page.

If you, as the user of RSP, currently have a user account from previously using RSP, you may use the same user account. Do not create a new account for UST Operator Training if you already have an account for submitting Community Right to Know, SARA Title III, Tier II Form 312 reports.

If you do not currently have a user account, you must set up a user account for yourself. Do not create a user account for your company intending for the one account to be used for every employee. Each user must have a separate user account. The UST Operator Training knows who is logged into RSP and will use this information when the training certificate is created.

To Create a New RSP User Account:

1. Go to the [IDEM eAuthentication Page](#)
2. "Click" on **New User Registration**.
3. Enter a **User Name** between 6 and 40 alphanumeric characters. Do not include punctuation, spaces or special characters in the User Name. "Click" on **Continue**.
4. Create a **User Password** containing the required elements. Retype the password. "Click" **Continue**.
5. Enter all required fields in the **User Profile Information** screen.
6. You are required to have at least one **Contact Number**. Select the contact # **Type** from the drop down list. Enter **Contact Number**. "Click" **Continue**.
7. You will be taken to the **Form Selection** window. Select the **UST Operator Training** and "click" **Continue**.
8. "Click" on the **UST Operator Training** link to begin training.

To Add UST Operator Training to MyWorkspace for Existing RSP Users:

1. Go to the [IDEM eAuthentication Page](#)
2. Log into RSP using your existing **User Name** and **Password**.
3. Upon successfully logging into RSP you will be taken **My Workspace**.
4. "Click" **Add Services/Facilities**.

5. Select **UST Operator Training** and “click” **Continue**.
6. “Click” on the **UST Operator Training** link to begin training.